



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2024 PUBLIC ART BUILDING COMMUNITIES GRANT
Applicants may submit one (1) Public Art Building Communities (PABC)
grant application per grant cycle.

RFA RELEASE: Friday, April 7, 2023, 5:00 PM
SUBMISSION DEADLINE: Monday, July 17, 2023, 9:00 PM
FUNDING REQUESTS: Individuals may apply for up to \$75,000

APPLICATION QUESTIONS and UPLOADS (INDIVIDUALS)

Please use this document to preview the application questions in the grant portal. It is recommended that you type your answers out in a separate word document before applying in the portal. For assistance contact Kerry Kennedy, Public Art Program Coordinator | kerry.kennedy@dc.gov

OVERVIEW

Applicant Name: Name of applicant as it appears on the applicant's official tax documents.
(Required)

Amount Requested:
(up to \$75,000)

Type of Support:
(Select "Project Support")

Project Begin Date:
(10/1/2023 – this is the start of FY24)

Project End Date:
(9/30/2024 – this is the end of FY24)

Briefly detail the arts and humanities activities and goals during the grant period:
(Required)

Have you applied for a grant from CAH within the past 5 years?
(Required)

Have you received a grant from CAH within the past 5 years?

(Required)

Has your address changed in the past 12 months?

(Required – If address has changed, it must be updated in the grants portal)

Individual Profile

Applicant First Name:

(Required)

Applicant Last Name:

(Required)

Applicant Street Address:

(Required)

Applicant City:

(Required)

Applicant State:

(Required)

Zip:

(Required)

Ward: Where you live

(Required)

Applicant Email Address:

(Required)

Applicant Phone:

(Required)

Applicant Website: Applicant Website/Social Media Address(es)

(If applicable)

SSN: Social Security Number or EIN: Must use the same number across all documents requesting SS/EIN

(Required)

Request Details

Applicant Discipline: Indicate artistic discipline from the drop-down menu.

(Required)

Artistic Statement: What is your motivation and passion as a public artist? Please describe your vision for public art in the District of Columbia. Discuss your experience designing and fabricating temporary or permanent large-scale exterior public art installations. Describe how your practice responds to the community as well as the installation site. How does your practice respond to the cultural, ethnic, and economic background to reflect the community/neighborhood where previous projects have been sited? Consider the project goals listed in the RFA in your response.

(Required – 500 words max)

Work Sample Narrative: Describe how and why the artistic content of the work sample/s best represents your practice. Include your approach to site-specific public art projects, community engagement, and ability to translate artistic discipline to the intended audience. Include how the work sample/s represents the applicant's body of work and originality within the discipline(s). Consider the project goals listed in the RFA in your response.

(Required – 300 words max)

Project Lifespan: Is the project temporary? Temporary Projects are defined as up to two years and must include a deinstallation plan.

(drop down Yes/No)

(Required)

Project Descriptor: Please describe the sustainability of this project. If permanent how will the work respond aesthetically to the landscape of the community over time? If temporary, how does the work engage the community during its lifespan? Please provide the dates of the project's lifespan and briefly describe the de-installation plan.

(Required)

Project Description: Discuss the design concept providing a detailed explanation of how the design contributes to the District of Columbia's public art collection in the built environment. Discuss how the proposed design concept takes into consideration the dynamics of the site and provides aesthetic quality through innovation and thoughtful design. Describe the materials, fabrication, and installation techniques. In the Proposed Art Upload section, please upload a PDF or JPG file/s illustrating the proposed design`

(Required – 500 words max)

Ward: Ward of the project site.

(Required)

Site Address/Building Name: What is the address of the site? Please include the building name if applicable.

(Required)

Site Ownership Explanation: Indicate site ownership as either District/Federal/private property or Other. If "Other". Explain:

(Required)

Project Discipline: Please indicate the medium for the work – Sculpture and type, Mural, etc.
(Required)

Project Timeline: Provide a detailed fabrication and installation timeline expressed in terms of the number of days, weeks or months needed to fabricate and install the proposed project. For projects with multiple sites and different artist(s) provide a timeline for each unique project site. If temporary, include, the deinstallation schedule.
(Required – 250 words max)

Project Activities and Goals: Describe how the project helps you realize the artistic goals and/or community goals and addresses the theme of the project and/or the artist's vision.
(Required – 250 words max)

Past Examples: Describe previous project/s and/or programming that is similar to this public art project including describing sensitivity to the cultural and physical dynamics of the site. Responses can include examples of the applicant fabricating, installing, managing, producing and/or presenting similar projects.
(Required – 250 words max)

Personnel: What artistic personnel or other contractors will the applicant use to implement the project? How many reside in DC?
(Required – 250 words max)

Community Engagement and Impact

Work Impact/Ward Impact: Explain how the project will benefit the ward where the project is located and/or the residents of the District of Columbia. How does the work engage the community where the project will be sited. How does the work reflect the community and enhance the aesthetic quality of the proposed site. Is there an opportunity for the project to have an impact on other Wards? If yes, which Wards and how? Explain the significance and the importance of this project to the community where it is proposed to be installed.
(Required-250-word max)

Individuals Served: Expected number of individuals served by this request during the grant period.
(Required)

Target Audience: Describe the intended impact for the community served, including the DC target audience and/or participants related to the installation. In what ways does the theme of the artwork impact the intended audience with consideration of culture, age, physical ability, languages spoken, or environment?
(Required – 250 words max)

Resource Leveraging: If partnerships are involved in any of the activities or efforts, note them with relevant details such as financial, resource sharing and/or as in-kind. If not, type N/A.
(Required - 300 words max)

Opportunity and Equity

Accessibility: How does the project provide shared learning opportunities that facilitate greater participation in public art, represent the community, and aims to promote a welcoming and inclusive environment? Describe whether the work and/or its ancillary programming shows evidence of intentionality in the planning and implementation that engages a diverse audience based on culture, age, physical ability, or languages spoken.

(Required 250 words max)

Capacity Examples: Describe methods of community outreach and implementation of the project that will respond with sensitivity to the cultural, ethnic, and economic background of the neighborhood where the project will be installed. How does the applicant work to ensure that all modes of engagement are accessible to District residents and visitors of all abilities and backgrounds?

(Required -200 words max)

Capacity, Budget, and Sustainability

Total Project Budget: Provide the total project budget numerical value.

(Required)

Budget Narrative: Provide a brief narrative based on the uploaded budget spreadsheet that is inclusive of all design, artwork fabrication, and installation costs associated with the design, fabrication, installation, transportation and/or shipping, installation, insurance, engineered drawings (stamped by a DC licensed engineer), permit costs, artwork-related electrical work (if applicable), photographic documentation of the installed artwork, and a contingency.

Notes: 1) Artist design fees may not be more than twenty percent (20%) of the project budget.

2) Projects with more than one unique site with different artists and designs, must provide a budget narrative and upload for each unique site. 3) Explain whether the budget is based on actual or estimated costs. Explain any bids, and list any equipment purchases under \$500. 3)

Identify whether there is additional funding/income to support the total cost of the project.

Cost of personnel. For example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days). Please refer to Allowable Costs and Funding Restrictions in the RFP.

(Required – 300 words max)

Financing Notes: Please list any other sources of funding that will be used to complement CAH funds to cover the total project costs. Provide details for each funding source. Include the source/s of funding to match and/or close a discrepancy between the total cost for the project and the amount requested for the grant. For Example, A \$10k foundation grant matched organizational support or an in-kind donation of services. Name the source/entity, and the amount. If not applicable, state “N/A”.

(Required – 250 words max)

Tracking Expenditures: Describe what appropriate electronic financial monitoring systems will be used to track expenditures related to the project. If awarded, all receipts must be accounted for to demonstrate use of grant funds.

(Required)

Fabrication and Installation:

Location Relevant to Community: Describe the physical location of the artwork. (IE alley, sidewalk, garden)

(Required)

Scope of Work: Describe the project objectives, milestones, deliverables, and outcomes.

(Required)

Fabrication and Installation Methods: Describe the methods and processes of fabrication and installation that will be used to execute the project, including transportation needed (if any), including information on materials used for fabrication, the dimensions of the completed project, and the number of days/weeks/months it will take to fabricate and install the artwork.

(Required)

Maintenance: Please detail the maintenance needs for this project including anticipated timeline and materials needed.

(Required)

Preparations: Describe preparations required to begin the project. (i.e. white-wash a wall for painting, install new lighting, install a concrete slab)

(Required)

Permits: Please list what known permits or other approvals will be needed for the project installation based on the written confirmation letters from the DC Department of Buildings (DOB), the DC Department of Transportation (DDOT), the Historic Preservation Office (HPO), and/or the Department of Park and Recreation (only if on DPR property).

(Required)

Contractor LSDBE Explanation: Has a contractor been engaged for fabrication or installation? Will Local, Small, and Disadvantaged Business Enterprise (LSDBE) contractors/vendors be used for the project?

(Required)

Hazardous Materials: Does the project require the use of licensed machinery and/or hazardous materials? If yes, please describe. If no, enter N/A.

(Required)

Work Samples & Uploads:

Work Samples: Upload 10 digital images of at least 5 different works). Submit applicant and lead artist work samples (if applicable) Digital images of the work sample must be numbered to correspond with the Image Identification List.

(Required)

Image Identification List: Include -- Artist Name, Lead Artist/ Artist's Role on the Project Title, Date, Medium, Size, Dimensions, Location, and Project Budget. If an Artist Team, please differentiate to clearly define each artist/s' work samples. The Image Identification List must be numbered to correspond with the digital image numbers of the work sample/s.

(Required)

Support Materials: Up to six items of additional material, e.g., newspaper articles, reviews, letters of support (neighborhood associations, community stakeholders, etc.), programs, brochures, etc.

(Required - Up to six items)

Resume(s) of Key Personnel: Include resumes for all key personnel that are involved in the project, such as artistic director and executive/managing director, apprentices, other artists, etc. - up to two pages each. Bios are not acceptable.

(Required)

Proposed Art: Upload 5 different perspectives to include: artwork on site from 2 different views/angles), a daytime perspective, a nighttime perspective, and artwork superimposed to scale within the proposed site location. The proposed artwork image/s must be in the form of a detailed scale renderings, drawing/sketch, model that presents a meaningful representation and illustrates the design concept as it would appear on site when installed/completed.

(Required)

Digital Images of Proposed Site: Upload 4 different perspectives of the site in its current condition including: a site plan of the proposed site, an ariel map of the proposed site location and artwork (to scale) on site from 2 different views/ angles.

(Required)

Architectural Sketches: Relating to the project design associated with this application. If not applicable, upload Word document with "N/A" written on the page.

Project Site Agreement: Agreement between project site owner and applicant that provides support of project, authorization to install proposed artwork onto the projected site, terms of maintenance for the duration of the installation, and maintenance intentions post-installation. Must be submitted on property owners letterhead.

(Required)

Site Owner Contact Information: Including physical address, phone number and email address.

(Required)

Budget Spreadsheet: Use the budget template provided. Include the following costs -- transportation, shipping, equipment rentals related to the fabrication and installation, insurance, engineered drawings (stamped by a DC licensed engineer, if needed), permit costs, artwork-related electrical work (if applicable), photographic documentation of the installed artwork, studio space rental, personnel (artist/s assistants) and a contingency. For projects with multiple sites and different artists, upload budgets for each unique site. If applicable, include individual bids for equipment, rentals, or services as a separate upload document/s. Include the intended purchase in the budget template and upload the remaining bids to the portal. Notes: 1) Artist design fees may not be more than twenty percent (20%) of the project budget. Indicate if there is additional funding/income to support the total cost of the project. Please refer to Allowable Costs and Funding Restrictions in the RFP. Cost of personnel. For example: Artistic Personnel = \$9,000 (5 artists @ \$300 stipend x 6 days). Explain whether the budget is based on actual or estimated costs. Explain any bids, and list any equipment purchases under \$500. Please refer to Allowable Costs and Funding Restrictions in the RFP.

(Required)

Equipment Estimates: Upload up to 3 estimates for equipment rental and/or purchases.

(Optional)

Letter of Intent to Purchase Equipment: For purchases not to exceed \$500 per item, detailing the specifics of the equipment's use after the project is completed (for equipment purchases that have a life spanning more than 2 years only).

(Optional)

Permit Verification Letters: Written permit verification from the DC Department of Buildings (DOB) DC Department of Transportation (DDOT) Public Space, the Historic Preservation Office(HPO), and/or the Department of Park and Recreation (if on DPR property); identifying the types of permits and approvals that are needed to complete the proposed project.

- DC Department of Buildings.
(Required)

- Department of Transportation.
(Required)

- Office of Planning Historical Preservation.
(Required)

- Department of Park and Recreation. Only if Project is in a District of Columbia Park
(Required, only if project is sited on DPR property)

ANC Letter: Written ANC approval/support verifying that the applicant has presented and received approval/support from the Advisory Neighborhood Committee of the proposed project site location.

(Required)

Flyer: Upload the flyer/online communication used to demonstrate your community outreach notifying businesses and residents of your project's presence on the upcoming Advisory Neighborhood Committee (ANC) Meeting agenda.

(Required)

Community Support Signatures: Upload a list of signatures from residents and business owners who are in support of the proposed project. On-line petition platforms with electronic signatures accepted. Minimum: 25 signatures, Maximum: 75 signatures.

(Required)

Artwork Relationship and Copyrights Warranty Form: Must be completed, signed and dated. Template found at: <http://dcarts.dc.gov/page/managing-grant-awards>

(Required)

Signed W-9: Revised W9 Form October 2018 version. Post office boxes are prohibited. The applicant's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and the address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission: <http://dcarts.dc.gov/page/managing-grant-awards>

(Required)

Certificate of Clean Hands: For instructions on how to generate a certificate of clean hands, please visit: My Tax DC. Clean hands certificate is required to be dated within 30 days of application submission.

(Required)

Statement of Certification: Template found at: <http://dcarts.dc.gov/page/managing-grant-awards>

(Required)

List of Insurance Carriers and Policies: List existing General Liability Insurance coverage and/or list any quotes received for project-specific insurance. Insurance form template found at: <http://dcarts.dc.gov/page/managing-grant-awards>

(Required)

Individual Demographic Form: For artist and each artist team member. Completion and submission of this form will have no impact on funding decisions. Responses are used for statistical and diversity inclusion purposes only and will not be seen by the grant review panel. form found on grant application landing page.

(Required)

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